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8 MAY 1980

PROCUREMENT DIVISION NOTICE NO. 80-6

25X1 FROM: [REDACTED]
Chief, Procurement Division, OL

25X1 SUBJECT: Contracting Support for [REDACTED]
[REDACTED]

25X

REFERENCES: A. Delegation of Authority [REDACTED]

25X

25X1 B. [REDACTED] (All Purpose Supply Document)

25X1 1. Purpose: The purpose of this instruction is to establish a numbering and processing procedure for requisitions flowing from [REDACTED].

25X1 2. Background: A delegation of procurement authority (DPA) has been granted to [REDACTED] by Reference A. The DPA provides that certain classes of requirements will normally be the responsibility of Headquarters.

25X1 3. Procedure: Requests for procurement services forwarded from [REDACTED] on Reference B form will be processed as follows:

a. Numbering System

Office of the Chief, Procurement Division (PD), will assign a contract number, utilizing a sequential series of numbers maintained by PD/OL. The contract number will be followed by the FAN number appearing on the form. The fiscal year will be suffixed; e.g.

Contract No.	FAN No.	FY
1001 -	0163-0830 -	80

b. Distribution of Contracts

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- Executied copy of contract	- [REDACTED] B&F Officer
- Copy 2 (Finance	- [REDACTED] B&F Officer
- Copy 5 (LOG/B&F)	- [REDACTED] Log element
- Copy 8 (Requisitioning Office Budget)	- [REDACTED] B&F Officer

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c. Payment of Invoices

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The contract shall require that the contractor forward its invoice to the Contracting Officer; who will, in turn, forward the invoice to the B&F Office. A certificate of receipt and acceptance, executed by the Technical Office, will be attached to the invoice.

d. CONIF/GAS/ICS Requirements

There is no requirement to input contractual data into CONIF/GAS/ICS data bases.

e. Requirement for Transfer of Funds to Headquarters

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Contracts requiring progress payments are excluded from the procedures outlined above. In such cases, the component will T&A funds to its Headquarters parent organization to permit normal procurement action.

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Att

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cc:

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C/SSC/OG/OSO

Distribution:

- Orig - OL/PD Official
- 1 - OL/EO/B&FB
- 1 - OL/PMS
- ✓ 1 - OL Files
- 1 - Each PD Unit
- 1 - OL Chrono

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04/PD

17 JAN 1980

MEMORANDUM FOR: Director, [REDACTED]

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FROM: James H. McDonald
Director of Logistics

SUBJECT: Delegation of Procurement Authority [REDACTED]

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1. Pursuant to the authority contained in [REDACTED]
authority is hereby delegated to the Director and to the
appointed Contracting Officer, [REDACTED]
[REDACTED], for procurement supplies, equipment, and services
for [REDACTED]

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a. From commercial sources up to \$50,000 per
purchase action. Purchase actions logically in
excess of this amount will not be divided to permit
handling under this delegation.

b. From commercial sources in excess of \$50,000
when justified by the appointed Contracting Officer,
[REDACTED] and approved by the Chief or Deputy Chief,
Procurement Division, OL.

c. From General Services Administration, Federal
Prisons, Blind Made Products, and Federal Supply
Schedule. [REDACTED]

2. This delegation also includes authority to act as
Contracting Officer for repair and return service contracts
in behalf of the [REDACTED]. These contracts
shall conform to the following prescribed procedures:

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a. Service contracts shall be written for not
more than 1-year's duration, utilizing the fiscal
year's funds during which the services are to be
provided.

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[REDACTED]

[REDACTED]

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SUBJECT: Delegation of Procurement Authority ☐

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REFERENCE
A

b. Service contracts shall be written only for equipment repair, maintenance, and those parts necessary incident to repairing same or mandatory modifications necessary to permit the original operation of the equipment or equipments.

c. Pricing for the work to be performed shall be established in all service contracts.

d. Except as outlined above, no contractor may be authorized to expend funds obligated to service contracts by any individual other than the Contracting Officer. ☐

3. This delegation does not include authority for:

a. Contracts entailing engineering development or modification to a contractor's equipment.

b. Items that are not standard commercial items (off-the-shelf).

c. Telecommunications processing equipment.

d. ADP equipment and/or services.

e. Open-market purchases in excess of \$50,000.

f. Delivery Orders in excess of the Federal Supply Schedule contract maximum order limitation (MOL).

g. Any contract for supplies or services on other than a firm-fixed-price basis.

h. Any procurement in which the ☐ Contracting Officer determines that a substantive Agency policy or regulatory issue is present.

i. The procurement of research and development.

j. The procurement of real estate, construction, architectural engineering (ACE) services or alteration, repair, maintenance, or rehabilitation of real estate. ☐

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SUBJECT. Delegation of Procurement Authority ☐

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4. All procurement under this delegation shall be conducted in accordance with sound business and professional standards consistent with the following in the stated order of precedence.

a. Central Intelligence Agency instructions and regulations.

b. Defense Acquisition Regulations. ☐

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5. Approval of the Chief or Deputy Chief, Procurement Division, OL, shall be obtained prior to effecting procurement of the following supplies or services:

a. Motor vehicles, including all types of passenger cars, trucks, tractors, road-building machinery, and any other gasoline or electrically driven type of vehicle.

b. Items normally carried in organization supply channels and all regulated items, including major items of materials which require close control because of cost sensitivity, or limited application. This restriction is not applicable to items normally available locally from established Government sources. This restriction also is not applicable to items of a house-keeping, administrative, janitorial, or maintenance nature which can be procured more economically from local sources. ☐

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6. Procurement in excess of this delegation will normally be handled by Headquarters. Therefore, any such requirements will be identified at the outset, and ☐ preliminary work, if any, will be performed only to the extent and in a manner consistent with eventual handling by Headquarters. ☐

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7. Under the general supervision of the Director, the appointed Contracting Officer, ☐ will be responsible for the negotiation, administration, and signature of all documents requiring the signature of a Contracting Officer under this delegation. The Procurement Division, OL, is tasked with the functional management responsibility for this position and shall provide staff advice and guidance to the Contracting Officer. If required, the Procurement Division will supply a qualified contracting officer for any period of absence of the appointed Contracting Officer, ☐.

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SUBJECT: Delegation of Procurement Authority []

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3. Effective 14 January 1980, [] is appointed as the Contracting Officer, []

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9. This delegation supersedes all previous delegations of authority for direct procurement by [] of supplies, equipment, and services as defined herein. []

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/s/ James H. McDonald

James H. McDonald

cc: D/CO
D/Fin

Concur:

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[]

Assistant General Counsel, OL

17 6 JAN 1980
Date

Distribution:

Orig - Addressee
1 - OL Official
✓ 1 - OL/PD
1 - OL/PMS
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1 - D/L Chrono
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OL/PD: [] (15 Jan 80)

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Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020095-2

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